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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR**

**DEFINITION**

Under general supervision, to assist with the administration of the City's Industrial Waste Ordinance; to ensure compliance with the NPDES Permit for the Municipal Separate Storm Sewer System (MS4) and the Water Quality Management Plan (WQMP) for the Santa Ana Region; and perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level position in the Environmental Compliance Inspection series. Incumbents in this class perform the more complex office and field duties associated with the interpretation, application and enforcement of federal, state and local regulations. Work in this class includes coordinating and providing training and lead direction to Environmental Compliance Inspectors and administrative support staff as assigned.

**REPORTS TO:** Environmental Compliance Supervisor

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Environmental Compliance Supervisor. Exercises lead responsibility over Environmental Compliance Inspectors, collection system and administrative support staff as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Ensure compliance with all federal, state and local regulations which pertain to implementing and enforcing a Publicly Owned Treatment Works (POTW) Pretreatment Program.
- Schedule work loads and provide lead direction, training and technical assistance to Industrial Waste Inspectors and administrative support staff.
- Assist with the development and compliance of a Capacity, Management, Operation and Maintenance (CMOM) Program for Municipal Sanitary Sewer Systems, to include a Sewer Spill Overflow Response Plan.
- Maintain storm water discharge compliance with the MS4 permit for the Santa Ana River region.
- Conduct weekly enforcement meetings.
- Receive and investigate all upper level enforcement actions.
- Serve as advisor to the Fire Department, as requested, during hazardous material spills.
- Research and develop Categorical and Significant Industrial User Permits.
- Serve as Section Safety Representative and Section Employee Representative at division meetings.
- Prepare Standard Operating Procedures (SOP's) and maintain procedures manual.
- Prepare special billing invoices.
- Meet with California Regional Water Quality Board staff, industrial dischargers and consultants regarding industrial wastewater problems.

- Evaluate industrial waste dischargers for compliance with waste discharge regulations.
- Prepare compliance schedules, administrative orders and letters to industrial waste dischargers.
- Maintain enforcement records.
- Set and retrieve monitoring equipment.
- Respond to Sewer Spill Overflows and treatment plant upsets.
- Prepare forms, graphs, memos and reports.
- Conduct plan check reviews.
- Oversee waste hauler receiving station activities.
- Develop and maintain a public education program.
- Serve as Environmental Compliance Supervisor, as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Federal, state and local regulations as they relate to wastewater and storm water discharges.
- Chemistry and biology as they relate to water and wastewater sampling.
- Laboratory equipment and procedures.
- Pretreatment processes and waste disposal techniques.
- Methods, materials, chemicals and safety hazards associated with pretreatment facility inspection.
- City policies and procedures.
- English grammar and methods of report writing.
- Principles of supervision, training and performance evaluation.
- Computer programs, database management and spreadsheets.
- Modern office practices, procedures and equipment.

### **Ability to:**

- Plan, organize, assign, lead and review work of Environmental Compliance Inspectors and administrative support staff.
- Understand and interpret engineering plans and specifications.
- Understand and interpret federal, state and local regulations as they related to the Pretreatment Program.
- Handle the more complex inspection and investigation duties involving sewer and storm water discharges.
- Deal professionally, firmly and tactfully with various business owners, company officials, consultants, City employees and the general public.
- Communicate clearly and concisely, orally and in writing.

- Maintain detailed records which may be used in a court of law.
- Work overtime as required.
- Prepare correspondence and reports.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: 60 semester units of college credit with a major in chemistry, biology, water science, environmental science or a closely related field .

Experience: Two years of experience in wastewater sampling and inspection comparable to that of an Environmental Compliance Inspector II in the City of Riverside. A Bachelor's Degree in chemistry, biology, environmental science or a closely related field may be substituted for one year of the required experience.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a Grade II Environmental Compliance Inspector Certificate issued by the California Water Environment Association and the ability to obtain a Grade III Environmental Compliance Inspector Certificate within three test cycles from date of appointment.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Senior Environmental Compliance Inspector

**TO:** Environmental Compliance Supervisor